

SET UP NOTIFICATION FOR FIRE DEPARTMENT POSTINGS

To set up a Search Agent from the main City of Garland website www.garlandtx.gov, click on **Employment Opportunities**:



On the next screen, click **NOT CURRENTLY EMPLOYED WITH THE CITY OF GARLAND**

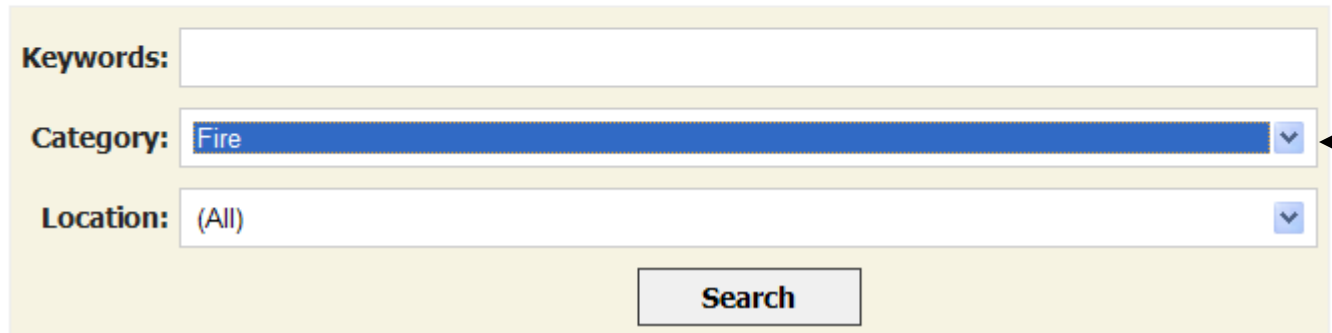


In the **Job Listings** section, under **Category**, scroll to and select **Fire** and click the **Search** button:


Job Listings:


You can [view all open job opportunities](#) or use the following search form to find jobs that suit your specific career interests .

To select more than one option below hold down the CTRL key. For MAC users – hold down the COMMAND key.



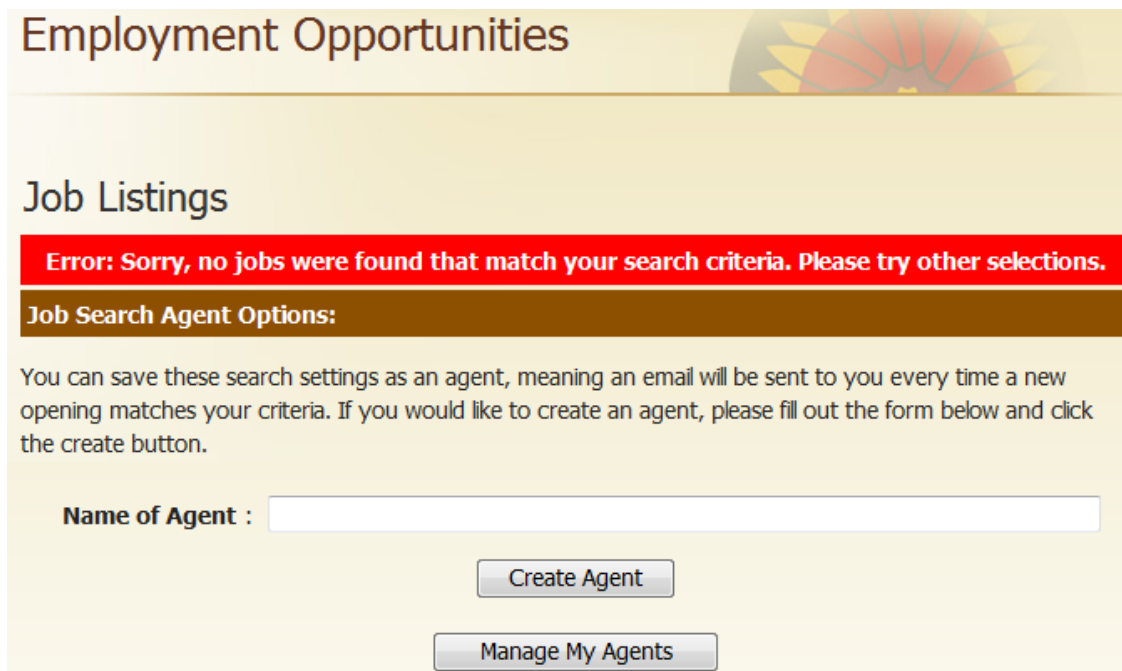
Keywords:

Category: **Fire** 

Location: (All) 

Search

You will see the following screen:



Employment Opportunities

Job Listings

Error: Sorry, no jobs were found that match your search criteria. Please try other selections.

Job Search Agent Options:

You can save these search settings as an agent, meaning an email will be sent to you every time a new opening matches your criteria. If you would like to create an agent, please fill out the form below and click the create button.

Name of Agent :

Create Agent

Manage My Agents

In **Name of Agent** field type a title, e.g., **Fire** – whatever you want to name the email that will notify you when there is a Fire job posting. Click the **Create Agent** button.

You will then be taken to this screen:

Create a New Job Search Agent


You need to log into the system to access your Job Search Agents


First Time Users:


First time users please create a new profile to register your Login Name and Password. [Create a new profile.](#)

Registered Users:

If you already have a Login Name and Password, please log in below:

Log in with:  Facebook

 Google+

 Sign in with LinkedIn

Or

Login Name:

Password:

Login

If you are a First Time User, click [Create a new profile](#) to provide contact information for the email notification; otherwise login with your username and password.

It will then show that your search agent has been created (note that it will expire in 6 months).

Manage Job Search Agents


Your current job search agents are listed below. You may delete your agents as you wish, or create more from a job search.


Agent Name	Created Date	Expiration Date
<input type="checkbox"/> Fire	10/22/2013	4/20/2014

Total Agents: 1 (maximum of 2)

Delete Selected Agents

Renew Selected Agents

 [Go back to the welcome page](#)

 [Log out](#)

Click Logout.